



Senator Steve Daines

2019 U.S. Service Academy Nomination Application Checklist

All required items must be received in my Helena office by **November 1st, 2019**. Incomplete applications will not be considered for nomination. Additionally, to be eligible for a nomination to a service academy, you must open and complete an application to that service academy. NOTE: For delivery verification, you may wish to request a return receipt from the Post Office and/or delivery receipt on email.

COMPLETED APPLICATION FORM found at <http://www.daines.senate.gov/content/academy-nominations> (complete, print, sign & return)

- ☐ ONE-PAGE SIGNED COVER LETTER outlining your interest in receiving a service academy nomination and your leadership qualities.
- ☐ WALLET-SIZE PICTURE. Print your name on the back.
- ☐ TWO-PAGE RESUME with the following headings: Non-athletic Activities, Athletic Activities, Awards & Honors, and Employment History (include leadership positions in each category).
- ☐ OFFICIAL COPY OF HIGH SCHOOL TRANSCRIPTS, including courses currently in progress, GPA through at least your junior year and your class rank and size.
- ☐ OFFICIAL COPY OF COLLEGE TRANSCRIPTS (if applicable), include current course schedule
- ☐ TWO (2) LETTERS OF RECOMMENDATION from teachers, coaches, community leaders, clergy or members of the military, etc. The letters need to be from people who know you and can attest to your character. *Only two letters may be submitted, and only one may be from your school.*
- ☐ DOCUMENTATION OF SAT AND ACT TEST SCORES. Carefully consider the dates you are taking the tests; if you wait until September, your scores may NOT arrive on time to meet the deadline. (Screenshots are okay)
- ☐ MILITARY DEPENDENTS living outside of Montana must provide the military parent's current rank and duty information and proof of Montana Residency (Home of Record, Tax information, Voter Registration, or etc.)

~ Remember, it is in your best interest to apply for a nomination from both Senator Tester and Congressman Gianforte's offices as well as the Office of the Vice President. NOTE: Each office has its own application procedures; be sure to verify what is required and deadline. ~

Deadline for applications is November 1st, 2019

Mail applications to:
Academy Nomination Coordinator
Office of United States Senator Steve Daines
30 W. 14th Street, Suite 206
Helena, MT 59601

or

Questions: contact Gilda at Gilda.Clancy@daines.senate.gov or 406-443-3189